SOFTWARE LICENSE INVENTORY

Expense & Subscription Tracking

Company Name	
Department / Unit	
Last Updated Date	

Software / Subscription Name	Vendor / Publisher	License Type	Quantity / Seats	Billing Frequency	Unit Cost	Total Cost	Renewal Date	Status

Total Monthly Expense	
Total Annual Expense	
Total Active Licenses	
Prepared By	

Authorized IT Representative Signature

Finance Approval Signature